

## Message Text

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ORIGIN SS-20

INFO OCT-01 IO-14 ISO-00 OIC-04 SY-03 OC-06 CCO-00 USSS-00

PRS-01 USIA-15 OPR-02 RSC-01 /067 R

DRAFTED BY S/S-S:MSPENDLETON

APPROVED BY S/S-S:RGHSEITZ

S - MR. BREMER

S/S - MR. GAMMON

S/S-O - MR. FRY

IO/OIC - MR. MC CORD

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R 120017Z APR 74

FM SECSTATE WASHDC

TO USMISSION USUN NEW YORK

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E.O. 11652: N/A

TAGS: OVIP (KISSINGER, HENRY A.)

SUBJECT: SECVISIT - SECRETARIAT REQUIREMENTS

1. PERSONNEL:EXECUTIVE SECRETARIAT (S/S) TEAMS CONSISTING OF FSO'S KIM PENDLETON AND DONNA HAMILTON AND SECRETARIES KAY DALY AND JERI ENGLISH WILL ARRIVE SUNDAY MORNING APRIL 14 TO HELP COMPLETE ARRANGEMENTS FOR SECRETARY'S VISIT.

2. PENDLETON HAS BEEN IN CLOSE TOUCH WITH RATHNER OF OIC BY PHONE AND HAS BEEN WORKING OUT ADMINISTRATIVE ARRANGEMENTS THROUGH HIM. THIS CABLE HOWEVER PROVIDES SOME REMINDERS WHICH SHOULD ALREADY BE FAMILIAR TO THE MISSION, AS WELL AS INFORMATION REGARDING COMMUNICATIONS REQUIREMENTS.

3. PLEASE FURNISH AS SOON AS POSSIBLE CAR ASSIGNMENTS INCLUDING ESCORT OFFICERS AND OTHER ARRANGEMENTS TO BE USED IN TRANSPORTING PARTY TO AND FROM THE AIRPORT.

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4. WE UNDERSTAND RATHNER IS ARRANGING TO HAVE MARINES

GUARD THE S/S OFFICE BEGINNING SUNDAY MORNING AND CONTINUING AROUND THE CLOCK UNTIL THE END OF THE SECRETARY'S VISIT. ALSO UNDERSTAND TWO TEAMS OF TOP SECRET CLEARED COURIERS WILL BE AVAILABLE AROUND THE CLOCK THROUGHOUT THE SECRETARY'S STAY TO CARRY TRAFFIC BETWEEN MISSION AND HOTEL.

5. COMMUNICATIONS:

A. S/S WILL BE ON CALL 24 HOURS A DAY. COMMUNICATIONS SUPERVISORS SHOULD ALERT S/S ON IMPORTANT MESSAGES CONCERNING THE SECRETARY OR OTHER MEMBERS OF HIS PARTY. COMMUNICATIONS WILL BE KEPT INFORMED OF WHEREABOUTS OF S/S TEAMS AT ALL TIMES.

B. ALL TRAFFIC FROM DEPARTMENT FOR THE SECRETARY OR HIS PARTY WILL BE SLUGGED TOSEC. OUTGOING CABLES TO DEPARTMENT FROM THE SECRETARY OR MEMBERS OF PARTY WILL BE SLUGGED SECTO. ALL SECTO CABLES WILL BE SIGNED KISSINGER AND MUST BE CLEARED BY S/S-S, LATERAL CABLES WILL BE SLUGGED QUOTE FOR THE SECRETARY'S PARTY UNQUOTE OR QUOTE FOR (NAME) UNQUOTE AS APPROPRIATE.

C. S/S WILL MAKE ALL REPEAT ALL DISTRIBUTION OF TOSEC/ SECTO TRAFFIC AND OF ALL CABLES FOR SECRETARY'S PARTY. S/S WILL GIVE MISSION, MEMBERS OF SECRETARY'S PARTY, AND OTHERS COPIES OF ALL CABLES RELATING TO THEIR AREAS OF RESPONSIBILITY.

D. TOSEC AND SECTO SERIES CABLES WILL EACH BE NUMBERED CONSECUTIVELY. WHEN SECRETARY DEPARTS, COMMUNICATIONS SUPERVISOR SHOULD SEND SERVICE MESSAGE TO DEPARTMENT GIVING THE LAST SECTO AND TOSEC NUMBERS. COMMUNICATORS SHOULD NOT ACCEPT ANY OUTGOING SECTO WITHOUT S/S CLEARANCE. IF ANY CABLE IS DELIVERED TO COMM CENTER WHICH PERTAINS TO SECRETARY'S VISIT, WATCH SUPERVISOR SHOULD CONSULT WITH S/S TO DETERMINE WHETHER CABLE SHOULD BE IN SECTO SERIES. INCOMING TOSEC CABLES SHOULD BE DOUBLE-SPACED BETWEEN PARAGRAPHS AND REPRODUCED ON ONE SIDE ONLY. IF POSSIBLE, ALL CABLES FOR S/S SHOULD BE REPRODUCED ON LIMITED OFFICIAL USE

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8X10-L/2 INCH PAPER.

E. S/S WILL NEED FOLLOWING NUMBER OF COPIES OF CABLES:

(1) TOSEC/SECTO-NODIS 10 AND EXDIS 15 COPIES TO S/S ONLY. BECAUSE OF SENSITIVITY, COMMUNICATIONS WATCH SUPERVISOR SHOULD HANDLE NODIS PERSONALLY AND KEEP RECORD OF ALL PERSONNEL WITH ACCESS TO MESSAGES DURING PROCESSING;

(2) TOSEC/SECTO-LIMDIS, ALL OTHER TOSEC/SECTO CABLES, AND CABLES FOR OTHER MEMBERS OF PARTY 15 COPIES TO S/S ONLY. S/S WILL DISTRIBUTE. EMBASSY TRAFFIC (INCOMING AND OUTGOING) SHOULD BE SCREENED THOROUGHLY AND ONLY THE MOST IMPORTANT SHOULD BE PROVIDED TO S/S (15 COPIES).

F. SPECIAL SUMMARIES: INSTRUCTIONS ON THE HANDLING OF TWICE DAILY SPECIAL SUMMARIES FOR THE SECRETARY WILL BE SENT SEPTTEL.

6. MISCELLANEOUS ARRANGEMENTS:

A. CONTROL OFFICER SHOULD CONFIRM ARRANGEMENTS FOR TICKERS AND NEWSPAPERS WITH USIS IN ADVANCE (SEE FOLLOWING):

B. TICKER SERVICE SUCH AS UPI, AP OR REUTERS NEEDED ON 24-HOUR BASIS. TEN PACKAGES OF CAREFULLY SELECTED SUBSTANTIVE ITEMS SHOULD BE DELIVERED TO S/S BY 0500 EACH MORNING AND AT TWO-HOUR INTERVALS THEREAFTER UNTIL 2400. PACKAGES SHOULD CONTAIN THE BEST OF THE AVAILABLE ARTICLES ON A GIVEN SUBJECT. SECRETARIAT OFFICERS SHOULD NOT HAVE TO EDIT PACKAGES FURTHER BEFORE SUBMITTING THEM TO THE SECRETARY AND OTHER READERS. OFFICER ASSIGNED TO SUPERVISE CULLING OF TICKER ITEMS SHOULD CONFER WITH THE FIRST SECRETARIAT OFFICER TO ARRIVE IN ORDER TO ASSURE COMPLETE AGREEMENT ON PROCEDURES.

C. COPIES OF NEW YORK TIMES AND WASHINGTON POST SHOULD BE MADE AVAILABLE TO MEMBERS OF PARTY AT HOTEL. FIVE COPIES TO S/S. FIVE COPIES OF USIS WIRELESS FILE SHOULD BE DELIVERED DAILY TO S/S BY 0600.

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7. BEFORE THE END OF THE VISIT THE MISSION SHOULD FURNISH S/S WITH DRAFT THANK YOU NOTES FROM THE SECRETARY TO WALDHEIM, BENITES AND OTHERS AS APPROPRIATE. CHECK WITH PENDLETON AFTER HIS ARRIVAL.

8. MANY THANKS FOR YOUR ASSISTANCE. WE LOOK FORWARD TO WORKING WITH YOU AGAIN. KISSINGER

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## Message Attributes

**Automatic Decaptioning:** X  
**Capture Date:** 01 JAN 1994  
**Channel Indicators:** n/a  
**Current Classification:** UNCLASSIFIED  
**Concepts:** n/a  
**Control Number:** n/a  
**Copy:** SINGLE  
**Draft Date:** 12 APR 1974  
**Decaption Date:** 01 JAN 1960  
**Decaption Note:**  
**Disposition Action:** RELEASED  
**Disposition Approved on Date:**  
**Disposition Authority:** MorefiRH  
**Disposition Case Number:** n/a  
**Disposition Comment:** 25 YEAR REVIEW  
**Disposition Date:** 28 MAY 2004  
**Disposition Event:**  
**Disposition History:** n/a  
**Disposition Reason:**  
**Disposition Remarks:**  
**Document Number:** 1974STATE074521  
**Document Source:** CORE  
**Document Unique ID:** 00  
**Drafter:** S:MSPENDLETON  
**Enclosure:** n/a  
**Executive Order:** N/A  
**Errors:** N/A  
**Film Number:** D740084-1169  
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**Image Path:**  
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**Legacy Key:** link1974/newtext/t19740445/aaaabopr.tel  
**Line Count:** 161  
**Locator:** TEXT ON-LINE, ON MICROFILM  
**Office:** ORIGIN SS  
**Original Classification:** LIMITED OFFICIAL USE  
**Original Handling Restrictions:** n/a  
**Original Previous Classification:** n/a  
**Original Previous Handling Restrictions:** n/a  
**Page Count:** 3  
**Previous Channel Indicators:**  
**Previous Classification:** LIMITED OFFICIAL USE  
**Previous Handling Restrictions:** n/a  
**Reference:** n/a  
**Review Action:** RELEASED, APPROVED  
**Review Authority:** MorefiRH  
**Review Comment:** n/a  
**Review Content Flags:**  
**Review Date:** 28 JUN 2002  
**Review Event:**  
**Review Exemptions:** n/a  
**Review History:** RELEASED <28 JUN 2002 by cunninfx>; APPROVED <07-Aug-2002 by MorefiRH>  
**Review Markings:**

Declassified/Released  
US Department of State  
EO Systematic Review  
30 JUN 2005

**Review Media Identifier:**  
**Review Referrals:** n/a  
**Review Release Date:** n/a  
**Review Release Event:** n/a  
**Review Transfer Date:**  
**Review Withdrawn Fields:** n/a  
**Secure:** OPEN  
**Status:** NATIVE  
**Subject:** SECVISIT - SECRETARIAT REQUIREMENTS  
**TAGS:** OVIP, (KISSINGER, HENRY A)  
**To:** USUN NEW YORK  
**Type:** TE  
**Markings:** Declassified/Released US Department of State EO Systematic Review 30 JUN 2005